Task: Daily Sign-In Sheets

Task	Person Responsible	Date to be Completed
1. Print ChildPlus Report 2316 "Daily Sign-in Worksheet" using the settings listed below: - Current Program Term - Appropriate Site - Enrolled Status - Report Grouping of "Classroom" **NOTE: Reprint the report as enrollment changes are made.**	Teacher, Teacher Assistant	Beginning of the year and each time enrollment changes are made
2. Provide each classroom with 5 copies of the Daily Sign-In/Out Worksheet. Teachers may make copies, if necessary.	Teacher, Teacher Asst.	Weekly
3. Ensure Sign-In/Out Sheet is easily accessible for parents to: - The Lead Teacher or their designee in each classroom will assign the responsibility for securing a sign in/sign out signature - Sign each child in with full signature of parent - List time child arrives - Sign child out with full signature of parent - List time child departs	Teacher; Asst Teacher	Daily
4. At the end of each day, for confidentiality purposes, write the comment for each absence on the sign in sheet.	Teacher; Asst Teacher	Daily
5. Ensure each parent signs his or her child out and records departure time correctly.	Teacher; Asst Teacher	Daily as each child departs
6. Reconcile the Sign-In/Out Sheet with ChildPlus Attendance by completing the following: - Mark children absent on Sign-In/Out Sheet that are marked absent in ChildPlus Attendance. - Ensure all children that were present that day were signed in that morning. - Ensure all children that were signed in have been signed out that afternoon.	Teacher; Asst Teacher	Immediately after children depart
7. Verify that all children have been released to an authorized person by signing the bottom of the form using first initial and last name, date and time at the end of the day.	Teacher; Asst Teacher	Daily after all children have departed
8. Monitor the Sign-In/Out Sheets to ensure proper procedure is being followed.	FA	Weekly
9. Submit the completed Daily Sign-In Sheets to the Family Advocate weekly.	Teacher; Asst Teacher	Weekly